



SENIOR INSPECTOR OF AUTOMOTIVE EQUIPMENT  
Final Filing Date: June 10, 2010

OPEN – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION

SPOT EXAMINATION FOR: SACRAMENTO

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:  
Department of Corrections and Rehabilitation  
Office of Workforce Planning and Selection  
P.O. Box 942883  
Sacramento, CA 94283-0001  
(916) 322-2545  
Department of Corrections and Rehabilitation  
Office of Workforce Planning and Selection  
1515 S Street, Room 522N  
Sacramento, CA 95811-7243  
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS June 10, 2010, is the final filing date. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during September/October 2010.

SALARY RANGE(S) As of May 6, 2010  
\$4,402 - \$5,312

MINIMUM QUALIFICATIONS Either I  
One year of experience in the California state service performing the duties of an Inspector of Automotive Equipment.  
Or II  
Three years of experience as a journey level mechanic working on vehicles and other equipment using combustion engines. and  
Three years of experience either as:  
1. Service manager or service representative for a large garage or vehicle repair and sales agency employing a minimum of six mechanics.  
or  
2. Inspector for a private or public agency with responsibility for the inspection for maintenance of over 100 vehicles.

Additional Requirement: Possession of a valid Class III driver license.

Special Personal Characteristics: Willingness to travel throughout an assigned area.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

EXAMINATION PLAN (CONTINUED)	<p><b>Scope:</b> Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>Tools, equipment, and methods used in the overhaul, repair, and adjustment of equipment using combustion engines, including all auxiliary systems</li><li>Current repair costs</li><li>Current manufactures' specifications for equipment and auxiliary systems</li><li>Servicing requirements of automobiles, trucks, and other heavy equipment</li><li>Types and uses of tires</li><li>Principles of effective supervision</li><li>The department's Equal Employment Opportunity program objectives</li><li>A supervisor's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity action objectives</li></ol> <p>B. Ability to:</p> <ol style="list-style-type: none"><li>Communicate at a level required for successful job performance</li><li>Locate trouble in equipment</li><li>Operate equipment for testing</li><li>Analyze cause of equipment failures or excessive wear</li><li>Estimate costs of repairs</li><li>Read, interpret, and work from plans, drawings and specifications</li><li>Determine the desirability of repairing as opposed to replacing equipment</li><li>Establish and maintain cooperative relations with those contacted in the course of the work</li><li>Instruct drivers and operators in the use and care of equipment</li><li>Write letters and reports</li><li>Analyze situations accurately and take effective action</li><li>Promote and be accountable for customer satisfaction and quality service</li><li>Initiate or recommend changes that promote innovative solutions to meet customer needs</li><li>Modify specifications to ensure required performance in special applications</li><li>Evaluate operations and develop and recommend appropriate standards, policies, and methods</li><li>Supervise employees</li><li>Effectively contribute to the department's Equal Employment Opportunity objectives</li></ol> <p><b>If conditions warrant</b>, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
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ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished <b>12</b> months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>A <b>Senior Inspector of Automotive Equipment</b> is responsible for training and supervising the work of Inspectors of Automotive Equipment; supervising the work of a group of field inspectors in a large geographical area of the State; and personally providing inspection services in a limited portion of this area. This level may also be used in a staff position of comparable difficulty, as in equipment specialist reviewing specifications and purchase estimates of proposed equipment purchases and making special studies and reports.</p> <p>Position exists with the Department of Corrections and Rehabilitation in Sacramento.</p>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
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**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitations' Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at [www.spb.ca.gov/OEC/jobs/stateapp.aspx](http://www.spb.ca.gov/OEC/jobs/stateapp.aspx).

**Veteran's Preference:** California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS